

**NORTHWEST IOWA PLANNING AND  
DEVELOPMENT COMMISSION  
INDEPENDENT AUDITORS' REPORTS  
MANAGEMENT'S DISCUSSION AND ANALYSIS,  
BASIC FINANCIAL STATEMENTS,  
SUPPLEMENTARY INFORMATION, AND  
SCHEDULE OF FINDINGS AND  
QUESTIONED COSTS  
JUNE 30, 2011**

# NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Northwest Iowa Planning and Development Commission  
Spencer, IA 51301

We have audited the accompanying financial statements of the governmental activities and the major fund of Northwest Iowa Planning and Development Commission, as of and for the year ended June 30, 2011, which collectively comprise the Commission's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Commission's management. Our responsibility is to express opinions on these financial statements based on our audit. The prior year comparative information has been derived from Northwest Iowa Planning and Development Commission's June 30, 2010 financial statements and, in our report dated January 12, 2011, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As more fully described in Note 8, the Commission's footnotes to the financial statements do not disclose the net annual required contribution for other postemployment benefits (OPEB) or the OPEB net obligation as required by GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions. The effect of this departure from accounting principles generally accepted in the United States of America on the financial statements of Northwest Iowa Planning and Development Commission is not reasonably determinable.

In our opinion, except for the effects of the matter discussed in the preceding paragraph, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of Northwest Iowa Planning and Development Commission at June 30, 2011, and the respective changes in financial position thereof for the year then ended in conformity with U.S. generally accepted accounting principles.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 27, 2012 on our consideration of Northwest Iowa Planning and Development Commission's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Management's Discussion and Analysis on pages 3 through 5 is not a required part of the basic financial statements, but is supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. We did not audit the information and express no opinion on it.

Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise Northwest Iowa Planning and Development Commission's basic financial statements. The supplementary information included in Schedule 1, Schedule of Expenditures of Federal Awards, required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Wintner, Starn & Co., LLP

February 27, 2012

## NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION (NWIPDC) MANAGEMENT DISCUSSION AND ANALYSIS

Northwest Iowa Planning and Development Commission (NWIPDC) is a membership-supported organization of local governmental bodies in the northwest Iowa counties of Buena Vista, Clay, Dickinson, Emmet, Kossuth (Workforce Investment Act and Promise Jobs services only), Lyon, O'Brien, Osceola, Palo Alto, and Sioux. NWIPDC's purpose is to provide technical, planning, and developmental assistance to local governments that comprise its respective region. The regional planning effort facilitated by NWIPDC has led to economies of scale, greater efficiencies, and more uniformity in the delivery of services throughout the region than would be experienced individually, which is the premise of regional service delivery.

As management of NWIPDC, we offer a narrative overview and analysis of the financial activities for the year ended June 30, 2011. We also address significant known or anticipated events, conditions, trends, and contingencies that affect the agency going forward. The financial statements of NWIPDC consist of the operations of Northwest Iowa Planning and Development Commission and of the Workforce Investment Act (WIA)/Promise Jobs (PJ) programs administered by NWIPDC. NWIPDC also acts as the fiscal agent for the Iowa Workforce Development program in the Region 3/4 Employment and Training district. Not included in this audit is the Northwest Iowa Regional Housing Trust Fund, which is a separate entity and is therefore separately audited.

Fiscal year 2011 was a relatively static year for the agency in terms of the overall financial activities. General program funding remained constant and the agency continued to provide the core services that comprise its service delivery, with some service expansions along division lines. Planning services were expanded to include new administrative programs and training services continued to provide case management for qualified adults, youth and dislocated persons seeking retraining and support to achieve gainful employment.

### **Financial Highlights**

#### Statement of Net Assets (as found in Exhibit A of this report):

The total net assets of NWIPDC exceeded the liabilities at June 30, 2011 by \$742,384, an increase of \$6,224 from June 30, 2010. Of total net assets, \$457,546 is unrestricted and may be used to meet NWIPDC's ongoing obligations.

	<u>June 30, 2011</u>	<u>June 30, 2010</u>	<u>Net Change</u>
Total assets	\$ 864,212	\$ 878,064	\$ 13,852 decrease
Total liabilities	\$ 121,828	\$ 141,904	\$ 20,076 decrease
Total net assets	\$ 742,384	\$ 736,160	\$ 6,224 increase

#### Statement of Activities (as found in Exhibit B of this report):

- For the period ended June 30, 2011, total revenues from grants, charges for services, and general revenues were \$1,737,187. Expenses were \$1,730,963, providing a net increase in assets of \$6,224.
- Total revenue grew by 0.26% and total expenses increased by 0.21% from the 2010 fiscal year.
- Revenue from charges for services increased by 34.8% from June 30, 2010 to June 30, 2011.

	<u>Year Ended June 30, 2011</u>	<u>Year Ended June 30, 2010</u>	<u>Net Change</u>
Revenue from grants	\$1,163,248	\$1,291,770	\$128,522 decrease
Revenue from charges for services	\$ 510,319	\$ 378,374	\$131,945 increase
General revenues	\$ 63,620	\$ 62,420	\$ 1,200 increase
Total revenue	\$1,737,187	\$1,732,564	\$ 4,623 increase
Total expenses	\$1,730,963	\$1,727,398	\$ 3,565 increase
Change in net assets	\$ 6,224	\$ 5,166	\$ 1,058 increase

In fiscal year 2011, services of the Commission for which a fee is charged increased by almost 35%. This dramatic increase was mainly attributed to planning staff's assistance with Iowans Helping Iowans disaster recovery program and the completion of a CTAA grant project for Palo Alto County. However, additional fee revenue was generated through the expansion of basic services to include zoning administration. Looking ahead, the Commission will need to continue to expand its role in assisting member governments with their management and administrative duties through programs such as zoning administration to shield its revenue streams from the volatility of grant related revenue which fell by almost 10% for the same time period. In addition, the Commission was in the second year of a four year program to increase member dues from \$.40 to \$.45/capita. This increase, the first in over 20 years, was necessary to offset loss in revenue due to overall regional population loss. Revenues raised from dues are used specifically as a match for EDA and IDOT Transportation Planning funds.

### **Using This Annual Report**

The annual report consists of a series of financial statements and other information as follows:

Management's Discussion and analysis introduces the basic financial statements and provides an analytical overview of the financial activities.

Government-wide Financial Statements consist of a Statement of Net Assets and a Statement of Activities. These provide information about the activities of NWIPDC as a whole and present an overall view of the finances.

The Fund Financial Statements tell how governmental services were financed in the short term as well as what remains for future spending.

Notes to Financial Statements provide additional information essential to a full understanding of the data provided in the basic financial statements.

Other supplementary Information consists of the Schedule of Expenditures of Federal Awards which provides details of various federal programs benefiting NWIPDC.

### **Economic Factors**

The year forward promises to be another year of opportunities and challenges. Opportunities are seen coming from NWIPDC's expanding partnerships with other organizations, expanding program and service delivery. Late winter or early spring 2012 will see NWIPDC moving into a newly remodeled space at its current office location. This move will provide the Commission with much needed additional work, conference, and storage space. The move is prompted by the renovation of the current office structure to facilitate the needs of an integrated service delivery site for job training related services in conjunction with Iowa Workforce Development. This change will raise the Commission's overall lease costs, due to increased square footage assessments, by approximately \$700/month (total for training and planning) but management feels given current and projected revenues, this will not dramatically affect monthly cash flow.

Challenges will mainly come through potential programmatic changes to the training division. The State of Iowa's Workforce Development (IWD) Program is the service delivery agency that oversees the WIA and PJ programs. The Commission has been the regional service provider for both WIA and PJ since the programs were initiated. IWD is exploring various options to reduce and streamline its program delivery across Iowa which could drastically change or eliminate funding for these programs, particularly PJ. Any major changes to either program would severely impact the Commission's training division's ability to provide services. Management will need to work diligently with staff, state training associations, and state legislators to continue adequate levels of funding for these programs if they are to continue.

Overall, management looks forward to another year of increasing the role that NWIPDC plays in improving the lives of Northwest Iowans. In the year ahead, we will follow through on implementing needed changes in personnel and policies, adopting new technologies, and making necessary capital investments to bring about increased service quality and employee productivity.

This discussion and analysis attempts to provide a summary view of the 2011 fiscal year as well as some insights into management's assessment of the opportunities and challenges NWIPDC may see in the 2012 fiscal year and beyond. The reader is encouraged to review these schedules and the audit report in its entirety.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
STATEMENT OF NET ASSETS  
JUNE 30, 2011  
WITH COMPARATIVE TOTALS FOR JUNE 30, 2010

	<u>2011</u>	<u>2010</u>
ASSETS:		
Cash .....	\$ 310,058	\$ 484,014
Accounts receivable:		
Grantor agencies .....	206,572	174,746
Other sources .....	119,219	47,109
Notes receivable - EDA/RLF - net of \$106,732 allowance for uncollectible accounts .....	202,079	141,698
Capital assets - net .....	<u>26,284</u>	<u>30,497</u>
TOTAL ASSETS	<u>864,212</u>	<u>878,064</u>
LIABILITIES:		
Accounts payable .....	62,466	43,310
Wages payable .....	16,105	56,449
Compensated absences .....	<u>43,257</u>	<u>42,145</u>
TOTAL LIABILITIES	<u>121,828</u>	<u>141,904</u>
NET ASSETS:		
Invested in capital assets - net of related debt .....	26,284	30,497
Restricted for:		
EDA/RLF program .....	258,554	284,268
Unrestricted .....	<u>457,546</u>	<u>421,395</u>
TOTAL NET ASSETS	<u>\$ 742,384</u>	<u>\$ 736,160</u>



NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2011

	<u>Expenses</u>	<u>Program Revenues</u> <u>Charges</u> <u>for Services</u>	<u>Grants</u>	<u>Total</u>
FUNCTIONAL/PROGRAM ACTIVITIES				
Governmental Activities:				
Administration .....	<u>\$1,730,963</u>	<u>\$510,319</u>	<u>\$1,163,248</u>	<u>\$ (57,396)</u>
General Revenues:				
Local dues .....				58,570
Interest income .....				5,273
Loss on disposal of capital assets .....				<u>(223)</u>
Total General Revenues				<u>63,620</u>
CHANGE IN NET ASSETS				6,224
NET ASSETS - BEGINNING OF YEAR				<u>736,160</u>
NET ASSETS - END OF YEAR				<u>\$ 742,384</u>

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
BALANCE SHEET  
GOVERNMENTAL FUND  
JUNE 30, 2011  
WITH COMPARATIVE TOTALS FOR JUNE 30, 2010

ASSETS		
	<u>2011</u>	<u>2010</u>
ASSETS:		
Cash .....	\$ 310,058	\$ 484,014
Accounts receivable:		
Grantor agencies .....	206,572	174,746
Program account .....	249,174	265,177
Other sources .....	119,219	47,109
Notes receivable - EDA/RLF - net of \$106,732 allowance for uncollectible accounts.....	<u>202,079</u>	<u>141,698</u>
 TOTAL ASSETS	 <u>\$1,087,102</u>	 <u>\$1,112,744</u>
 LIABILITIES AND FUND BALANCES		
LIABILITIES:		
Accounts payable .....	\$ 62,466	\$ 43,310
Wages payable .....	16,105	56,449
Payable to administration account .....	<u>249,174</u>	<u>265,177</u>
TOTAL LIABILITIES	<u>327,745</u>	<u>364,936</u>
FUND BALANCES:		
Restricted for EDA/RLF program .....	258,554	284,268
Unassigned .....	<u>500,803</u>	<u>463,540</u>
TOTAL FUND BALANCES	<u>759,357</u>	<u>747,808</u>
 TOTAL LIABILITIES AND FUND BALANCES	 <u>\$1,087,102</u>	 <u>\$1,112,744</u>

RECONCILIATION OF GOVERNMENTAL FUND TO STATEMENT OF NET ASSETS

Total governmental fund balances (see above) .....	\$ 759,357	\$ 747,808
Amounts reported as net assets for governmental activities in the Statement of Net Assets are different from above because:		
Capital assets used in governmental activities are not financial resources and therefore not reported in the fund .....	26,284	30,497
Compensated absences are not due and payable in the current period and therefore are not reported in the fund .....	<u>(43,257)</u>	<u>(42,145)</u>
 NET ASSETS OF GOVERNMENTAL ACTIVITIES (page 6)	 <u>\$ 742,384</u>	 <u>\$ 736,160</u>

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
STATEMENT OF REVENUES, EXPENDITURES, AND  
CHANGE IN FUND BALANCE - GOVERNMENTAL FUND  
FOR THE YEAR ENDED JUNE 30, 2011  
WITH COMPARATIVE TOTALS FOR JUNE 30, 2010

	<u>2011</u>	<u>2010</u>
REVENUE:		
State and federal grants .....	\$1,163,248	\$1,291,770
Public support and special projects .....	510,319	378,374
Local dues .....	58,570	56,420
Interest income .....	5,273	6,351
TOTAL REVENUE	<u>1,737,410</u>	<u>1,732,915</u>
EXPENDITURES:		
Salaries .....	768,034	790,397
Contract labor .....	25,105	11,034
Employee benefits .....	167,408	179,174
Payroll taxes .....	65,903	63,645
Insurance .....	13,846	14,619
Professional services .....	17,391	19,308
Dues and subscriptions .....	7,545	7,205
Office expense and postage .....	45,698	44,478
Employee training .....	8,153	31,281
Miscellaneous .....	21,590	7,564
Repairs and maintenance .....	4,352	4,235
Advertising .....	2,977	1,159
Capital assets purchased .....	3,923	13,827
Telephone .....	20,510	16,709
Utilities .....	8,842	7,914
Rent .....	41,675	41,595
Other services .....	5,279	8,908
Travel and auto .....	35,638	28,777
Bad debts .....	25,000	25,000
Equipment lease .....	12,671	18,586
Participant training .....	159,590	284,228
Participant support .....	90,745	106,465
Iowans Helping Iowans program costs .....	129,986	
CTA grant consulting fees .....	44,000	
TOTAL EXPENDITURES	<u>1,725,861</u>	<u>1,726,108</u>
EXCESS OF REVENUE OVER EXPENDITURES	11,549	6,807
FUND BALANCE - BEGINNING .....	<u>747,808</u>	<u>741,001</u>
FUND BALANCE - ENDING	<u>\$ 759,357</u>	<u>\$ 747,808</u>

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
 RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCE OF GOVERNMENTAL FUND  
 TO THE STATEMENT OF ACTIVITIES  
 FOR THE YEAR ENDED JUNE 30, 2011

	<u>2011</u>
Net change in fund balance - governmental fund (page 9) .....	\$ 11,549
Depreciation expense is reported in the Statement of Activities but does not require the use of current financial resources and therefore is not reported as an expenditure in the fund. ....	(7,913)
Capital assets purchased are reported as expenditures in the fund. ....	3,923
Loss on disposal is reported in the Statement of Activities but does not require the use of current financial resources and therefore is not reported as an expenditure in the fund. ....	(223)
Compensated absences are not due and payable in the current period and therefore are not reported in the fund. ....	<u>(1,112)</u>
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES (page 7)	<u>\$ 6,224</u>

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS

**1. NATURE OF ORGANIZATION**

The Northwest Iowa Planning and Development Commission (Commission) is the regional planning and intergovernmental coordination agency in the Northwest Iowa region organized in 1973 under Chapter 473A and Chapter 28E of the Iowa Code. The Commission is the regional planning and coordination agency for Buena Vista, Clay, Dickinson, Emmet, Lyon, O'Brien, Osceola, Palo Alto, and Sioux counties of Iowa.

**2. SIGNIFICANT ACCOUNTING POLICIES**

**Reporting Entity**

For financial reporting purposes, the Commission has included all funds, organizations, agencies, boards, commissions, and authorities. The Commission has also considered all potential component units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the Commission are such that exclusion would cause the Commission's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the Commission to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the Commission. The Commission has no component units which meet the Governmental Accounting Standards Board criteria.

**Basis of Presentation**

Government-wide Financial Statements - The Statement of Net Assets and the Statement of Activities report information on all the activities of the Commission. Material interfund activity has been removed from these statements. Governmental activities are supported by intergovernmental revenues and are reported separately from business type activities, which rely to a significant extent on fees and charges for service.

The Statement of Net Assets presents the Commission's assets and liabilities, with the difference reported as net assets. Net assets are reported in three categories:

*Invested in capital assets - net of related debt* consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt attributable to the acquisition, construction, or improvement of those assets, if applicable.

*Restricted net assets* result when constraints placed on net assets use are either externally imposed or imposed by law through constitutional provisions or enabling legislation.

*Unrestricted net assets* consist of net assets that do not meet the definition of the preceding categories. Unrestricted net assets often have constraints on resources imposed by management, which can be removed or modified.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS - Continued

**2. SIGNIFICANT ACCOUNTING POLICIES - Continued**

**Basis of Presentation - Continued**

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those clearly identifiable with a specific function. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and (2) grants or contributions restricted to meeting the operational or capital requirements of a particular function. Other items not properly included among program receipts are reported instead as general revenues.

The Commission reports the following major governmental fund:

The General Fund is the general operating fund of the Commission. All general revenues and other revenues not allocated by law or contractual agreement to some other fund are accounted for in this fund. From the fund are paid general operating expenditures, fixed charges, and capital improvement costs. Currently, the Commission does not utilize any other funds.

**Measurement Focus and Basis of Accounting**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been satisfied.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available.

Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Commission considers revenues to be available if they are collected within 60 days after year end.

Intergovernmental revenues (shared revenues, grants, and reimbursements from other governments) and interest are considered to be susceptible to accrual. All other revenue items are considered to be measurable and available only when cash is received by the Commission.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, compensated absences are recorded as expenditures only when payment is due. Capital asset acquisitions are reported as expenditures in governmental funds.

When an expenditure is incurred in governmental funds which can be paid using either restricted or unrestricted resources, the Commission's policy is generally to first apply the expenditure toward restricted fund balance and then to applicable less-restrictive classifications - committed, assigned and then unassigned fund balances.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS - Continued

**2. SIGNIFICANT ACCOUNTING POLICIES - Continued**

**Measurement Focus and Basis of Accounting - Continued**

Under terms of grant agreements, the Commission funds certain programs by a combination of specific cost-reimbursement grants and general revenues. Thus, when program expenses are incurred, there are both restricted and unrestricted net assets available to finance the program. It is the Commission's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

The Commission has evaluated subsequent events through the date of the auditors' report, which is the date the financial statements were available to be issued.

**Assets, Liabilities, and Fund Balances**

The following accounting policies are followed in preparing the financial statements:

Cash - Cash balances are pooled and invested.

Notes Receivable - The Commission utilizes the allowance method for accounting for uncollectible accounts. At June 30, 2011, the allowance for doubtful accounts totaled \$106,732. No finance charges are added to unpaid balances.

Capital Assets - Capital assets, which include property, equipment, and vehicles, are reported in the government-wide Statement of Net Assets. Capital assets are recorded at historical cost if purchased or constructed. The costs of normal maintenance and repair that do not add to the value of the asset or materially extend lives are not capitalized.

Compensated Absences - Commission employees accumulate a limited amount of earned but unused vacation and sick leave hours for subsequent use or for payment under applicable circumstances.

Unused accumulated vacation hours are payable to employees upon termination, retirement, or death. A liability is recorded in the government-wide financial statements when incurred. The liability for accumulated unused hours at June 30, 2011 totaled \$43,257.

Unused sick leave hours are only paid upon retirement. Therefore, a liability is recorded in the government-wide financial statements only when it relates to subsequent retirement payments made. Accumulated unused sick leave at June 30, 2011 totaled \$103,253 and has not been recorded since the amount which may be required to be paid upon an employee's subsequent retirement cannot be determined.

The compensated absences liability has been computed based on rates of pay in effect at June 30, 2011.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS - Continued

**2. SIGNIFICANT ACCOUNTING POLICIES - Continued**

**Assets, Liabilities, and Fund Balances - Continued**

Fund Equity - In the governmental fund financial statements, fund balances are classified as follows:

*Restricted* - Amounts restricted to specific purposes when constraints placed on the use of the resources are either externally imposed by creditors, grantors or state or federal laws or imposed by law through constitutional provisions or enabling legislation.

*Unassigned* - All amounts not included in other spendable classifications.

**Budgets and Budgetary Accounting**

The budgetary comparison and related disclosures are not reported as Required Supplementary Information. As there is no legal requirement to adopt a budget, this comparison and disclosure are not required.

**3. CASH**

The Commission's deposits at June 30, 2011 were entirely covered by federal depository insurance or by the State Sinking Fund in accordance with Chapter 12C of the Code of Iowa. This chapter provides for additional assessments against the depositories to insure there will be no loss of public funds.

The Commission is authorized by statute to invest public funds in obligations of the United States government, its agencies and instrumentalities; certificates of deposit or other evidences of deposit at federally insured depository institutions approved by the Board of Directors; prime eligible bankers' acceptances; certain high rated commercial paper; perfected repurchase agreements; certain registered open-end management investment companies; and certain joint investment trusts and warrants or improvement certificates of a drainage district.

Interest rate risk. The Commission's investment policy limits the investment of operating funds (funds expected to be expended in the current year or within 15 months of receipt) to instruments that mature within 397 days. Funds not identified as operating funds may be invested in investments with maturities longer than 365 days, but the maturities shall be consistent with the needs and use of the Commission.

There were no investments at June 30, 2011.



NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS - Continued

**4. CAPITAL ASSETS**

**Capital Assets**

A summary of changes in property and equipment comprising capital assets for the year ended June 30, 2011 is as follows:

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Capital assets being depreciated:				
Furniture and fixtures .....	\$113,021	\$ 3,923	\$ (664)	\$116,280
Accumulated depreciation .....	<u>(82,524)</u>	<u>(7,913)</u>	<u>441</u>	<u>(89,996)</u>
Capital assets - net	<u>\$ 30,497</u>	<u>\$ (3,990)</u>	<u>\$ (223)</u>	<u>\$ 26,284</u>

**5. RESTRICTED NET ASSETS - NOTES RECEIVABLE**

The Commission administers a revolving loan fund, known as EDA-RLF, that makes loans to businesses. The loans are secured by various security agreements. Loans are subject to guidelines provided by the federal granting agency and must stimulate the local economy and encourage job creation. The initial funds were provided through a grant from the U.S. Department of Commerce, Economic Development Administration, supplemented by a local match from various regional sources. At June 30, 2011, the fund has a portfolio of loans totaling \$308,811, net of a \$106,732 allowance for uncollectible accounts, resulting in a carrying value of \$202,079, and a cash balance of \$56,475. The total loans and cash balance maintained by this fund are restricted for making additional loans in the future. The loans are for a 60 month term and have various maturity dates from 2011 to 2016.

Interest received on loans advanced under the EDA-RLF program can be up to five percentage points under the current prime rate, but in no case less than a base of four percent.

**6. OPERATING LEASE**

The Commission leases office space from Clay County. The lease is on a month-to-month basis with monthly payments of \$3,246. The Commission also leases an office in Sheldon, Iowa from Northwest Iowa Community College. The lease agreement calls for monthly payments of \$220 through January 2013. Total lease payments for the year ended June 30, 2011 were \$41,675.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
NOTES TO FINANCIAL STATEMENTS - Continued

**7. PENSION AND RETIREMENT BENEFITS**

The Commission contributes to the Iowa Public Employees Retirement System (IPERS) which is a cost-sharing multiple-employer defined benefit pension plan administered by the State of Iowa. IPERS provides retirement and death benefits which are established by state statute to plan members and beneficiaries. IPERS issues a publicly available financial report that includes financial statements and required supplementary information. The report may be obtained by writing to IPERS, PO Box 9117, Des Moines, Iowa 50306-9117.

Plan members are required to contribute 4.50% of their annual covered salary and the Commission is required to contribute 6.95% of covered salary. Contribution requirements are established by state statute. The Commission's contributions to IPERS for the years ended June 30, 2011, 2010, and 2009 were \$53,033, \$52,791, and \$42,137, respectively, equal to the required contributions for each year.

**8. OTHER POST EMPLOYMENT BENEFITS (OPEB)**

The Commission operates a single-employer retiree benefit plan which provides medical/prescription drug benefits for retirees and their spouses. There are 14 active and 0 retired members in the plan. Participants must be age 55 or older and meet certain other requirements at retirement. Benefits terminate upon attaining Medicare eligibility. Coverage is provided through a fully-insured plan. Retirees under age 65 pay the same premium for the medical/prescription drug benefit as active employees, which results in an implicit subsidy. It is anticipated retiree premiums will be fully offset by monthly contributions.

The Commission has not disclosed the net annual required contributions for other postemployment benefits (OPEB) or the OPEB net obligation as required by GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions. The amount by which this departure from accounting principles generally accepted in the United States of America would affect liabilities, net assets, and expenses is not reasonably determinable.

**9. RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to torts, theft, damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. These risks are covered by the purchase of commercial insurance. The Commission assumes liability for any deductibles and claims in excess of coverage limitations. Settled claims from these risks have not exceeded commercial insurance coverage in any of the preceding three fiscal years.

**10. ECONOMIC DEPENDENCY**

The Commission received approximately 67% of its funds for the year ended June 30, 2011 from federal and state grants.

## **SUPPLEMENTARY INFORMATION**

**NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED JUNE 30, 2011**

<u>Grantor/Program</u>	<u>CFDA Number</u>	<u>Grant or Award Number</u>	<u>Program Expenditures</u>
<b>DIRECT:</b>			
Economic Development Administration:			
Community Trade Adjustment Assistance	11.010	05-46-05023	\$ 45,750
Economic Development Support for Planning Organizations	11.302	05-83-04985	61,000
Economic Adjustment Disaster Recovery	11.307	05-69-04678	30,062
Economic Adjustment Assistance	11.307	05-39-02917	370,820
Total CFDA #11.307			400,882
<b>TOTAL DIRECT</b>			<b>507,632</b>
<b>INDIRECT:</b>			
U.S. Department of Labor:			
Iowa Workforce Development:			
Workforce Investment Act:			
Re-employment Services	17.207	7W03FR0	8,361
Wagner Peyser	17.207	7W03FR0	7,830
Total CFDA #17.207			16,191
Unemployment insurance	17.225	7W03FR0	9,731
Trade Adjustment Assistance	17.245	7W03FR0	206
WIA Adult Program	17.258	8W03FR0	63,484
WIA Youth Program	17.259	8W03FR0	90,907
WIA Dislocated Workers	17.260	8W03FR0	141,123
ARRA - WIA Dislocated Workers	17.260	8W03FR0	14,789
National Emergency Grant (RR Donnelley)	17.260	10WFR9F003	148,804
Rapid Response (Eatons SEG)	17.260	9WPFRR027	58,214
Work Incentive Grants	17.260	8W03FR0	3,905
Total CFDA #17.260			366,835
WIA National Emergency Grants	17.277	11WFRP1004	64,883
Disabled Veterans' Outreach program (DVOP)	17.801	7W03FR0	1,431
U.S. Department of Health and Human Services:			
Iowa Workforce Development:			
Job Opportunities and Basic Skills Training:			
Temporary Assistance for Needy Families:			
Promise Jobs	93.558	9W03FN0	156,571
IWD Promise Jobs	93.558	7W03FR0	1,771
IWD Promise Jobs Workplace	93.558	7W03FR0	11,521
Total CFDA #93.558			169,863
ARRA - Emergency Contingency Fund for Temporary Assistance for Needy Families (TANF) State Program	93.714	10W03TE0	22,840
Social Security - Work Incentives Planning and Assistance Program	96.008	8W03FR0	6,779
U.S. Department of Transportation:			
Iowa Department of Transportation:			
Highway Planning and Construction	20.205	11-RPA-03	31,278
Formula Grants for Other Than Urbanized Areas	20.509	11-RPA-03	55,723
<b>TOTAL INDIRECT</b>			<b>900,151</b>
<b>TOTAL</b>			<b>\$1,407,783</b>

**Basis of Presentation** - The Schedule of Expenditures of Federal Awards includes the federal grant activity of the Commission and is presented in conformity with the accrual basis of accounting. The information on this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

**WINTHER, STAVE & Co., LLP**  
*Certified Public Accountants*

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors of the  
Northwest Iowa Planning and Development Commission  
Spencer, IA 51301

We have audited the financial statements of the governmental activities and the major fund of the Commission as of and for the year ended June 30, 2011, which collectively comprise the Commission's basic financial statements listed in the table of contents, and have issued our report thereon dated February 27, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Commission's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance all deficiencies, significant deficiencies or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified a deficiency in internal control over financial reporting we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable

possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency in internal control described in Part II of the accompanying Schedule of Findings and Questioned Costs as item II-A-11 to be a material weakness.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Commission's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Comments involving statutory and other legal matters about the Commission's operations for the year ended June 30, 2011 are based exclusively on knowledge obtained from procedures performed during our audit of the financial statements of the Commission. Since our audit was based on tests and samples, not all transactions that might have had an impact on the comments were necessarily audited. The comments involving statutory and other legal matters are not intended to constitute legal interpretations of those statutes.

The Commission's responses to findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. We did not audit the Commission's responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials, employees, and constituents of the Commission and other parties to whom the Commission may report, including federal awarding agencies and pass-through entities. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Commission during the course of our audit. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

*Wintner, Stare & Co., LLP*

February 27, 2012

**WINTHER, STAVE & Co., LLP**  
*Certified Public Accountants*

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INDEPENDENT AUDITORS' REPORT ON COMPLIANCE  
WITH REQUIREMENTS THAT COULD HAVE A DIRECT AND  
MATERIAL EFFECT ON EACH MAJOR PROGRAM AND ON  
INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE  
WITH OMB CIRCULAR A-133

To the Board of Directors of the  
Northwest Iowa Planning and Development Commission  
Spencer, IA 51301

**Compliance**

We have audited the Commission's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 *Compliance Supplement* that could have a direct and material effect on its major federal programs for the year ended June 30, 2011. The Commission's major federal programs are identified in Part I of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts, and grant agreements applicable to its major federal programs is the responsibility of the Commission's management. Our responsibility is to express an opinion on the Commission's compliance based on our audit.

We conducted our audit of compliance in accordance with U.S. generally accepted auditing standards, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether non-compliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the Commission's compliance with those requirements.

In our opinion, the Commission complied, in all material respects, with the requirements referred to above that could have a direct and material effect on its major federal programs for the year ended June 30, 2011.

## **Internal Control Over Compliance**

The Commission's management is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts, and grant agreements applicable to federal programs. In planning and performing our audit, we considered the Commission's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance all significant deficiencies or material weaknesses have been identified. However, as discussed below, we identified a deficiency in internal control over compliance that we consider to be a material weakness.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. The deficiency in internal control over compliance described in the accompanying Schedule of Findings and Questioned Costs as item III-A-11 is considered to be a material weakness.

The Commission's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. While we expressed our conclusions on the Commission's responses, we did not audit the Commission's responses and, accordingly, we express no opinion on them.

This report, a public record by law, is intended solely for the information and use of the officials, employees, and constituents of the Commission and other parties to whom the Commission may report, including federal awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Wintner, Stamm & Co., LLP*

February 27, 2012



NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED JUNE 30, 2011

**Part I: Summary of the Independent Auditors' Results**

- (a) An unqualified opinion was issued on the financial statements.
- (b) A material weakness in internal control over financial reporting was disclosed by the audit of the financial statements.
- (c) The audit did not disclose any noncompliance which is material to the financial statements.
- (d) A material weakness in internal control over major programs was disclosed by the audit of the financial statements.
- (e) An unqualified opinion was issued on compliance with requirements applicable to the major programs.
- (f) The audit disclosed no audit findings which were required to be reported in accordance with Office of Management and Budget Circular A-133, Section .510(a).
- (g) The major programs were CFDA number 11.307 Economic Adjustment Assistance and CFDA number 17.260 WIA Dislocated Workers.
- (h) The dollar threshold used to distinguish between Type A and Type B programs was \$300,000.
- (i) The Commission did not qualify as a low-risk auditee.

**Part II: Findings Related to the Financial Statements**

**Internal Control Deficiency:**

II-A-11 Segregation of Duties - One important aspect of the internal control structure is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. Responsibility for the custody, record-keeping, and reconciling functions of revenues and expenses should be assigned to different employees. We noted one individual performs incompatible duties due to the Commission's limited staff size.

Recommendation - We realize that with a limited number of office employees, segregation of duties is difficult. However, the Commission should review its control procedures to obtain the maximum internal control possible under the circumstances.

Response - We will investigate available alternatives to segregate duties where possible and will establish review procedures where complete segregation is not feasible.

Conclusion - Response accepted.

NORTHWEST IOWA PLANNING AND DEVELOPMENT COMMISSION  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued  
FOR THE YEAR ENDED JUNE 30, 2011

**Part II: Findings Related to the Financial Statements** - Continued

**Instances of Noncompliance:**

No matters were reported.

**Part III: Findings and Questioned Costs for Federal Awards**

**Instances of Noncompliance:**

No matters were reported.

**Internal Control Deficiency:**

CFDA Number 11.307: Economic Adjustment Assistance

CFDA Number 17.260: WIA Dislocated Workers

III-A-11 Segregation of Duties Over Federal Revenues - The Commission did not properly segregate custody, record-keeping, and reconciling functions for revenues, including those related to its federal programs. See item II-A-11.

**Part IV: Other Findings Related to Required Statutory Reporting**

IV-A-11 Questionable Expenditures - No expenditures that we believe may not meet the requirements of public purpose as defined in an Attorney General's opinion dated April 25, 1979 were noted.

IV-B-11 Travel Expense - No expenditures of Commission money for travel expenses of spouses of Commission officials or employees were noted.

IV-C-11 Business Transactions - No business transactions between the Commission and Commission officials or employees were noted.

IV-D-11 Bond Coverage - Surety bond coverage of Commission officials and employees is in accordance with statutory provisions. The amount of coverage should be reviewed annually to insure that the coverage is adequate for current operations.

IV-E-11 Board Minutes - No transactions requiring Board approval were noted which had not been approved.

IV-F-11 Deposits and Investments - No instances of non-compliance with the deposit and investment provisions of Chapter 12B and 12C of the Code of Iowa were noted.